



Southampton County/ City of Franklin, Virginia

Pre-Proposal Meeting
RFP 2023
P25 Radio System

August 16, 2023



The City of Franklin, Virginia, on behalf of the City of Franklin and Southampton County, invites written proposals from qualified OFFERORS to provide a 700 MHz P25 Phase 2 Trunked Radio System

The City and County require a single contractor to provide a P25 radio system: infrastructure, dispatch consoles, connectivity network, and subscribers necessary to support the new radio system that will provide service throughout the whole County.

- ⌘ Site Visits
- ⌘ Proposer Questions
- ⌘ Response to Questions
- ⌘ RFP Addenda
- ⌘ Proposal Submission
- ⌘ Technical Evaluation
- ⌘ Technical Proposal Questions
- ⌘ Competitive Negotiations
- ⌘ Notice of Award
- ⌘ Contract Negotiations

Key Dates for RFP



Procurement Schedule

The City reserves the right to postpone the deadline for submission of Proposals at any time prior to the Proposal deadline, all changes will be made via the addenda process and posted to the eVA procurement site.

Scheduled Event	Date
RFP Release	July 25, 2023
<i>MANDATORY</i> Pre-Proposal Conference & Site Visits	August 16-17, 2023 (TWO DAYS)
Deadline for OFFEROR Questions	September 18, 2023
Deadline for Proposal Submission	October 20, 2023, 4:00 PM
Anticipated Project Completion	Contract Execution + 24 months

OFFERORS are required to visit sites immediately following the pre-proposal conference.

- ✘ RFP Table 9-1 provides site information for consideration.
- ✘ See schedule provided

OFFERORS are also responsible for including all necessary site improvements in their proposal.

Site #	Name and Address	Tower Type / Ht.	Building /Shelter	Owner	Radio Equipment
1	Boykins Tower 30393 Meherrin Rd, Boykins, VA	Self-Supporting / 250 ft	Southampton County Owned 11.5 ft x 20 ft Prefab Shelter	Cellco Partnership	2 Racks-VHF Equip. 2 Racks-Microwave Equip.
2	Capron Farm Tower 15167 Rivers Mill Rd, Capron, VA	Guy Tower / 180 ft	Southampton County Owned 11.5 ft x 20 ft Prefab Shelter	Southampton County	2 Racks-VHF Equip. 2 Racks-700 MHz Equip. 2 Racks -Microwave Equip.
3	Courtland Tower 21615 Governor Darden Rd, Courtland, VA	Self-Supporting / 275 ft	Southampton County Owned 11.5 ft x 20 ft Prefab Shelter	Southampton County	2 Rack-VHF Equip. 4 Racks-Microwave Equip. 3 Equipment Cabinets
4	Franklin Police Department/Emergency Communication Center 1018 Pretlow St, Franklin, VA	Self-Supporting / 120 ft	Franklin Police Department Building	City of Franklin	4 Racks-VHF Equip. 4 Racks-Dispatch Equip. and Servers
5	Hunterdale Water Tower 613 Quail Roost Rd. Franklin, VA	Water Tower / 128 ft	City of Franklin Owned 10 ft x 9 ft	City of Franklin	1 Rack-VHF Equip. 1 Rack-700 MHz Repeaters 2 Racks-Ham Equip. 1 Rack-Server Equip.
6	Ivor Tower 8265 Main St Ivor, VA	Self-Supporting / 255 ft	Southampton County Owned 11.5 ft x 20 ft Prefab Shelter	Crown Castle	2 Racks-VHF Equip. 2 Racks-Microwave Equip.
7	Southampton Sheriff's Office/Emergency Communication Center 22336 Main St. Courtland, VA	Monopole / 120 ft	Southampton Sheriff's Office Building	Southampton County	4 Racks – Servers, dispatch equipment and control stations
8	Apex 1 28781 Little Texas Rd Branchville, VA	Self-Supporting / 195 ft	No Shelter	Apex Towers, LLC	No equipment
9	Apex 2 13402 Ivor Rd, Sedley, VA	Self-Supporting / 195 ft	No Shelter	Apex Towers, LLC	No equipment

ALL questions regarding this RFP shall be submitted in writing and must be received by September 18, at 4:00PM

franklin_southamptonva@CTA-c.com

No information received verbally, at any time during the proposal process, from any person may be relied upon.

∞ 1 General Instructions

- Key dates

∞ 2 Proposal Outline

- How to submit
- What to submit

∞ 3 General Terms and Conditions

∞ 4 Statement of Work





- Contractor Services

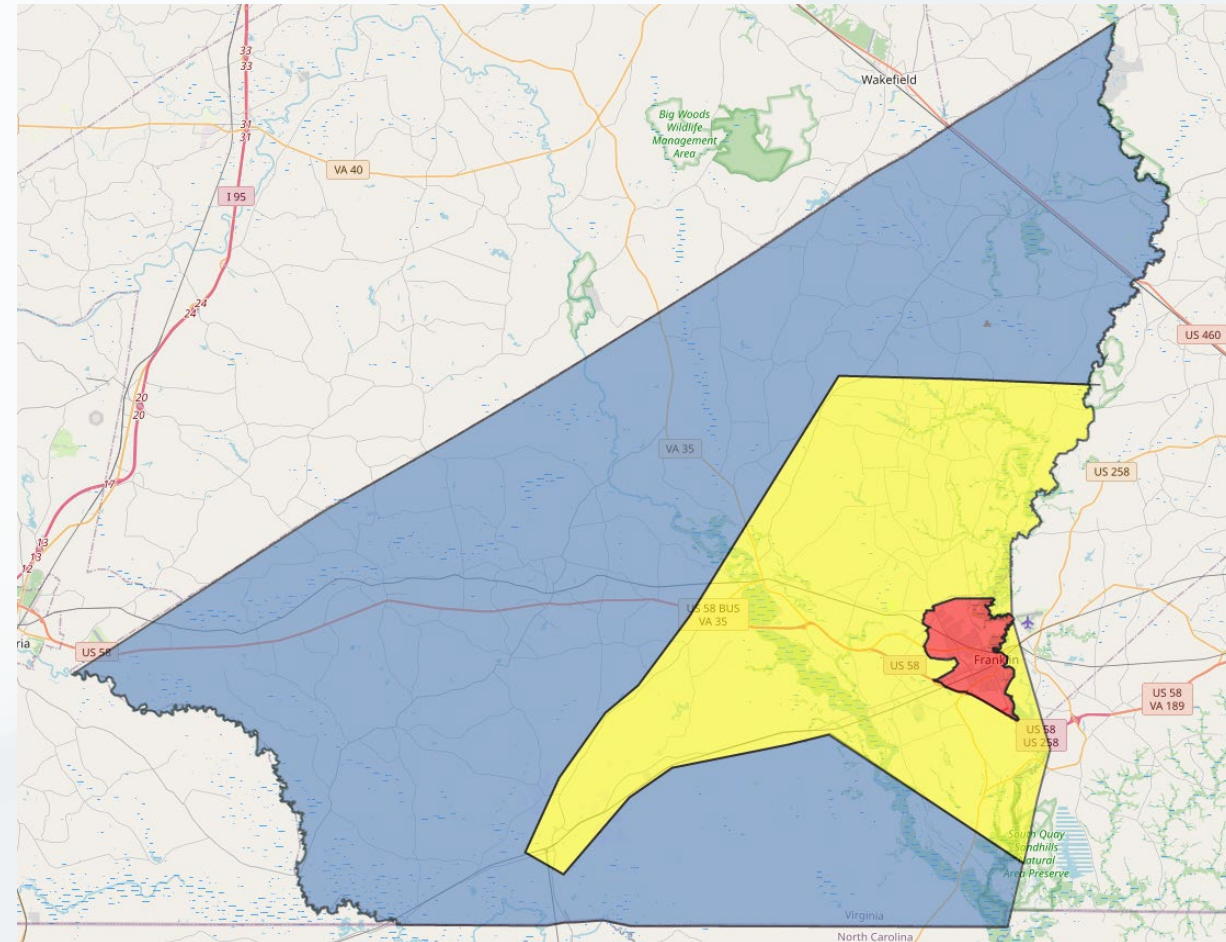
- ⌘ 5 General System Requirements
 - Equipment Standards
- ⌘ 6 Radio System Requirements
- ⌘ 7 Connectivity Network Requirements
- ⌘ 8 Subscriber Equipment Requirements
- ⌘ 9 Physical Facilities Requirements
- ⌘ 10 Abbreviations

Coverage Services Areas



The radio system shall provide coverage in three (3) separate service areas shown in Figure 6-1.

-  Blue represents portable outdoor service area
-  Yellow represents portable light building area
-  Red represents portable medium building area
-  **95% Guarantee** Portable on the Hip Outdoors, Light Building, and Medium Building
 - Talk-Out
 - Talk-In



Appendices

- ⌘ Appendix A - Evaluation Criteria
- ⌘ Appendix B - Compliance Matrix
- ⌘ Appendix C - Responsibilities Matrix
- ⌘ Appendix D - Price Proposal Workbook and Instructions
- ⌘ Appendix E - Proprietary Confidential Information Form
- ⌘ Appendix F – Template for Questions
- ⌘ Appendix G - Sample Contract

⌘ Compliance Review

⌘ Technical Review

➤ Clarification Questions submitted to Proposers

⌘ References

➤ References will be sent a survey; they *must* reply to receive points

⌘ Pricing Review

⌘ *OFFEROR Presentations (at City's discretion)*

⌘ Competitive Negotiations

Appendix A Evaluation Criteria



Category	Point Allocation
Pricing (30 Points)	
Infrastructure Costs / Subscriber Costs	25
14 Year Running Costs (Operations & Maintenance)	5
Technical (70 Points)	
System Configuration and Design – Major Exceptions	15
Coverage Adequacy	20
Responsiveness to the Intent of the Specification – Minor Exceptions	10
Responsiveness to the Intent of the Specification – Clarifications	5
Project Manager Experience	5
Lead Engineer Experience	5
Warranty and Maintenance Service Organization Experience	5
Schedule	5
Total Base Evaluation Points	100
OPTIONAL Additional (10 Points)	
Oral Presentation	5
Value Added	5
Total Evaluation Points	110

City of Franklin / Southampton County, may at its discretion, exercise the *Optional Additional Evaluation Categories*

Appendix B Compliance Matrix



The OFFEROR shall provide this completed excel file as part of the PDF Proposal submission and in its native Microsoft Excel format. The compliance spreadsheet provides space for a compliance response and explanation for each section of the RFP.

Response	Meaning
Comply	Proposal <i>fully</i> complies with all requirements as stated in the numbered section.
Comply with Clarification	Proposal complies with the intent of the requirements as stated in the numbered section; however, the means of implementing the requirement necessitates a clarification. * If OFFEROR provides an unsatisfactory explanation of their compliance, the City may, at their discretion, consider this an exception.
Exception	Proposal does <i>not</i> comply with requirements of the section. Explain the nature of the exception(s). If you take exception to more than one part of a section, identify the number of exceptions taken and provide explanations for each. If revised wording may allow the OFFEROR to comply, use this response category and provide revised wording in strikeout (to remove words) and bold (to add words). Any item not explicitly identified as an exception in the Proposal will be considered compliant.
Not Applicable	This category should <i>only</i> be used if the section does not apply to the OFFEROR'S Proposal or system configuration. <i>Use this response with caution.</i> Use this category to indicate OFFEROR cannot provide a Mandatory Option.

The OFFEROR shall provide this completed excel file as part of the PDF Proposal submission and in its native Microsoft Excel format. The responsibilities matrix response shall contain, at a minimum, the following categories:

- ✘ PM/General Responsibilities
- ✘ Detailed Design Review (DDR)
- ✘ System Integration Stage Test
- ✘ Shipping and Inventory
- ✘ General Site Responsibilities
- ✘ Site 1, 2, etc.
- ✘ System Infrastructure Install
- ✘ System Optimization
- ✘ Acceptance Testing
- ✘ User Equipment
- ✘ System Cutover
- ✘ Final Acceptance

The OFFEROR shall enter detailed pricing for the proposed system(s), equipment, software, and services in the Microsoft Excel workbook provided.

ABSOLUTELY NO PRICE INFORMATION SHALL BE INCLUDED IN THE TECHNICAL PROPOSAL. TECHNICAL PROPOSALS CONTAINING PRICE INFORMATION MAY BE DISQUALIFIED.

- ∞ Obtain necessary site costs, Site Visits are critical
- ∞ Obtain necessary technical & scope information via OFFEROR Questions

A redacted technical proposal, in electronic PDF format, is required as part of the OFFEROR'S submission.

All sections of the **redacted** Technical Proposal shall be submitted as **a single PDF document**. OFFEROR must complete the Proprietary Confidential Information Identification Form to explain the reason for redaction of any section or subsection of the PROPOSAL that is redacted. Any request for redaction must be compliant with Virginia Code. If a redaction request is found to be non-compliant the OFFEROR will be required to re-submit a redacted PROPOSAL that is compliant.

OFFERORS shall provide all questions in writing in the template provided in Appendix F and return in its native Microsoft Excel format.

- ⌘ This is the time to work through questions regarding Sections 1-3.
- ⌘ This is the time to clarify requirements to avoid taking exceptions.

- ⌘ Carefully review RFP requirements / review Redaction Requirements
- ⌘ Carefully review Terms & Conditions
- ⌘ Ask Questions (they **do not** count against you)
- ⌘ Submit all required information and forms
- ⌘ Detailed pricing required – bundled pricing may be rejected
- ⌘ References will be contacted – **please** provide valid contact information
 - References must be the public safety system owner
- ⌘ Rely on official written responses **only**
- ⌘ See Jeremiah to **Sign in at each site** – Company you are representing
- ⌘ **NDA (1 per company) to receive Needs Assessment Report**

∞ Proposal submission:

- 1 original and 3 additional hard copies
- 12 electronic copies of single PDF, and 12 electronic copies of excel appendices
- 1 redacted soft copy required (single PDF document)
 - Code of VA does not allow redaction of pricing pages
 - Redaction of Pricing Transmittal Letter and Executive Summary are allowed
- Clear, comprehensive, and aligned with Section 2
- Each clarification question required deducts points
- Any exception to a T&C **shall** offer alternative language
- Initial Compliance may not be changed in negotiations
- All available Mandatory Options must be offered and priced

Thank you for sharing your time
with us.

Contact us:

CTA Consultants, LLC

800-878-1436

www.cta-c.com